

Vacancy Announcement
U.S. Embassy
Monrovia, Liberia

Vacancy Announcement
20-2009

OPEN TO: Ordinarily Resident American and Non-US Citizen Mission Spouses
POSITION: Administrative Assistant
OPENING DATE: July 6, 2009
CLOSING DATE: July 17, 2009
WORK HOURS: Full-time; 40 hours/week
SALARY: (Position Grade: FP-08/FP-7 to be confirmed by Washington)

LENGTH OF HIRE: FIXED TERM NOT TO EXCEED SIX MONTHS. (Temporary Appointment)

NOTE: ALL NON-LIBERIAN APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

The U.S. Embassy in Monrovia is seeking an individual for the position of an Administrative Assistant in the Community Liaison Office.

Basic Function of the Position:

Under the supervision of the Management Officer, the incumbent will perform non-sensitive CLO functions in the areas of welcoming and orientation, community liaison, events planning, and information and resource management.

QUALIFICATIONS REQUIRED:

1. **Education:** Bachelor's Degree required.
2. **Past work experience:** Two or three years progressive work experience in the area of social outreach and/or resource management. Previous experience with the Community Liaison Office a plus.
3. **Post entry training:** None
4. **Language proficiency:** Level IV English – demonstrated strong communication skills.
5. **Skills and abilities:** Must have strong computer skills. Ability to use current system applications, i.e. Microsoft Office Suite (Outlook, Excel spreadsheet, Word, etc). Ability to interact with people of diverse backgrounds: strong interpersonal skills.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, ((231) 77-054826).

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs), same-sex domestic partner and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Letter of Application
2. A current resume or curriculum vitae plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Application for **Administrative Assistant (CLO)**
American Embassy
P.O. Box 98
1000 Monrovia 10 Liberia

Please include point of contact information including full name and telephone number.

CLOSING DATE FOR THIS POSITION: July 17, 2009

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Same-Sex Domestic Partner
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: (July 17, 2009)

The US Mission in Monrovia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HR: MGKoutsis

Approved: MGT: SCowper

